



City of Tempe

TRAFFIC SIGNAL TECHNICIAN CREW LEADER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	276	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$28.345192
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$38.265865
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	ITS Signal Technician II+
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from management or from other supervisory staff.

Provides functional and technical direction to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years experience in the installation, maintenance and repair of electric, electronic and digital signal control devices including data transmission communications, computerized traffic control systems and signal construction is required.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by specialized training in electronics or a degree related to the core functions of this position. An Associate's Degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Possession of an Electronics in Traffic Signal Controls or Electrical Technician Certificate and a Traffic Signal Level II International Municipal Signal Association (IMSA) Certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform highly technical work in the installation, operation and maintenance of electrical, electronic and digital controlled traffic signal control devices and lighting systems.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures.
- Act as a coach and mentor to team members; facilitate and participate in team member's Individual Development Plans.
- Assist in the training and participate in the evaluation of staff.
- Evaluate operations and activities in assigned areas of responsibility; perform analysis of methods and procedures and recommend improvements and modifications.
- Create and close Hansen Software work orders and pick lists.
- Troubleshoot, repair and maintain traffic signal control devices, systems and auxiliary equipment including analog, digital, electronic, and microprocessors.
- Repair or replace damaged signal equipment such as signal poles, signal and pedestrian heads, light systems and push buttons.
- Perform a variety of preventive maintenance duties including changing signal bulbs, cleaning reflectors and refractors, painting poles, and cleaning signal control cabinets.
- Install, maintain and repair pre-timed, semi-automatic, fully automatic, electro-mechanical, electronic and digital controllers, auxiliary equipment, and similar devices.
- Assist in wiring new intersections according to wiring specifications.
- Prepare schedules and determine cost of projects.
- Arrange for equipment needs at job sites.
- Requisition supplies and materials.
- Maintain and monitor inventory of equipment, supplies and materials.
- Prepare reports and maintain time, material and equipment use records.
- Coordinate work with supervisors, contractors, engineers, City departments, utility companies and others to ensure that installation and repair schedules are met.
- Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- Perform related duties as assigned.

- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 100 lbs);
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. bucket truck and forklift);
- Use power tools (i.e. drills, saws, torches, etc.);
- Use tools (i.e. screwdrivers, nut driver, wrenches, shovels, wheel barrels, etc.);
- Climb stairways, ladders and work on elevated structures;
- Traverse uneven surfaces;
- Operate city equipment as needed.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 2005

Revised April 2015 (clarify supervision; updated licenses, and added physical/mental activities)

Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)